TITLE

<table>
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<tr><td rowspan="2"><u>Composition</u></td><td colspan="2"><u>Chair</u>:</td></tr>
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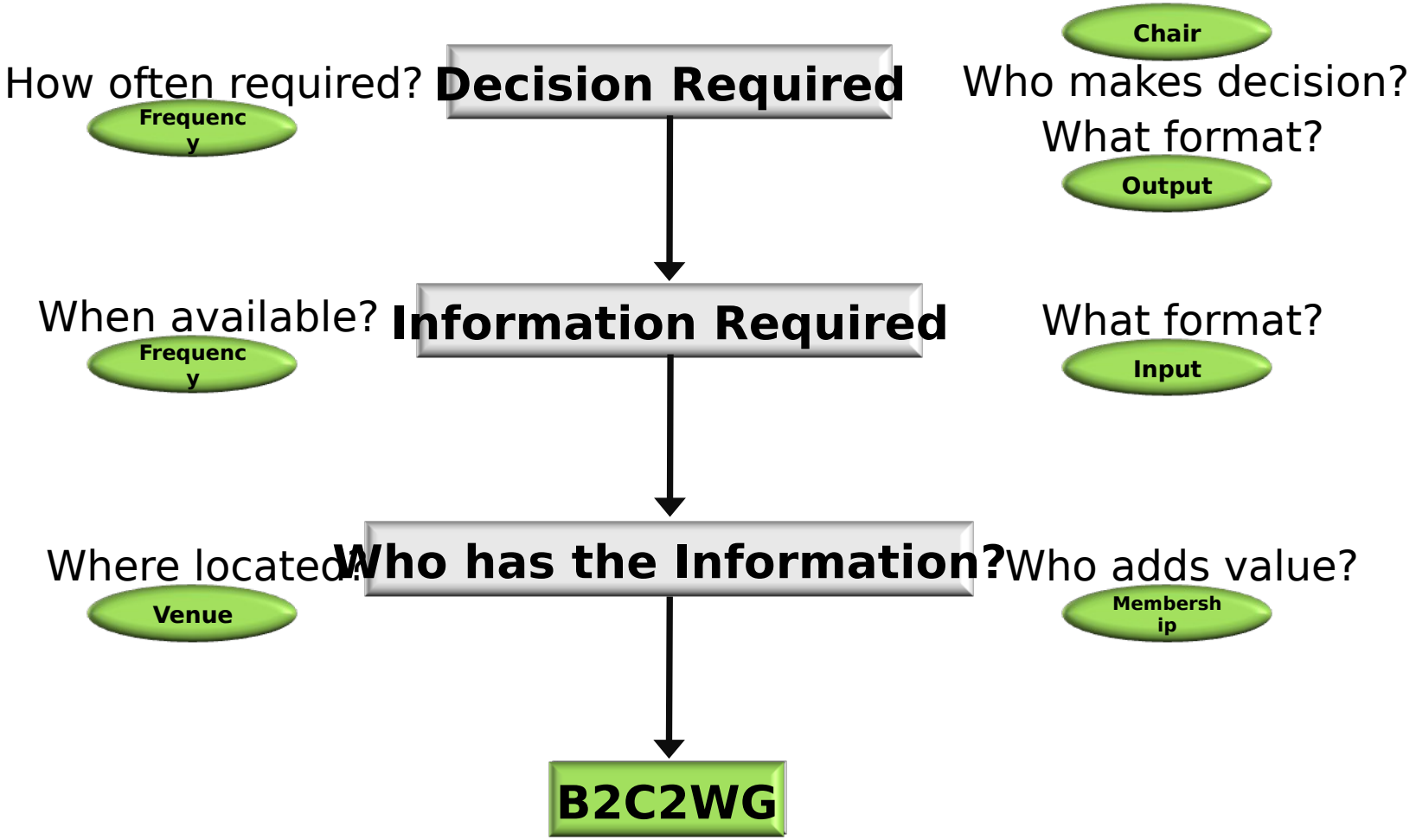
B2C2WG Purposes

- Inform the Staff – Provide information and decisions (inputs) to other B2C2WGs so that they can accomplish their work (outputs).
- Inform the Commander – Provide the commander with information that increases his situational awareness and supports future decision making (example is the CUB)
- Gain Command Decision – If the commander delegates authority to a staff member (G3, CoS, etc.), the decision is still a command decision.

B2C2WG & SYNC Calendar Guidelines

- If a B2C2WG or meeting involves input/output from/to another B2C2WG, it belongs on the SYNC Calendar.
- It is recommended that staff sections maintain their own internal SYNC Calendars.
- If the event only involves members from within a single directorate, then it does not go on the master SYNC Calendar. Post it on your staff/section internal SYNC Calendar.
- If the event produces a product or decision, then a 7 Minute Drill should be done on the event.
- Be as specific as you can on the 7 Minute Drills.
- If you require an input from another B2C2WG or staff section, coordinate with them. Your required input = their required output.

Do I Need a B2C2WG?



SYNC Calendar Guidelines

- If a B2C2WG or meeting involves more than 1 staff section or an outside agency, it belongs on the SYNC Calendar.
- It is recommended that staff sections maintain their own internal SYNC Calendars.
- If the event only involves members from within a single division, then it does not go on the master SYNC Calendar. Post it on your staff/section internal SYNC Calendar.
- If the event produces a product or decision, then a 7 Minute Drill should be done on the event.
- Be as specific as you can on the 7 Minute Drills.
- If you require an input from another B2C2WG or staff section, coordinate with them. Your required input = their required output.

7 Minute Drill Format

1.Name: Name of the B2C2WG event

2.Lead C Code:

3.When/Where does it meet in the SYNC Calendar: What day and time? Where does it meet? Is it a physical meeting, virtual meeting (If virtual, give URL for location), or VTC meeting?

4.Purpose/function: Specific description of why the B2C2WG exists and the functions served (What is the value added?).

Outputs/Products: Describe very specifically what products your B2C2WG produces and who they are delivered to.

Inputs: Describe specifically what you require in terms of products and who you expect to deliver these products.

6.Time of delivery (inputs) Date and time for each input product. (outputs): Date and time for each output product.

7.Membership: State who chairs the meeting (Chair) and then every member you require attendance from. State specific requirements for members that are not required to attend every meeting (As required, upon request, invited, but not required, etc).

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Joint Definitions of B2C2WGs

Board. An organized group of individuals within a joint force commander's headquarters, appointed by the commander (or other authority) that meets with the *purpose of gaining guidance or decision.* Its responsibilities and authority are governed by the authority which established the board.

Such as

- Senior Plans Board
- Joint Targeting Coordination Board

Bureau. A *long-standing* functional organization, with a *supporting staff* designed to perform a specific function or activity within a joint force commander's headquarters.

Examples

- Joint Visitors Bureau
- Joint Information Bureau

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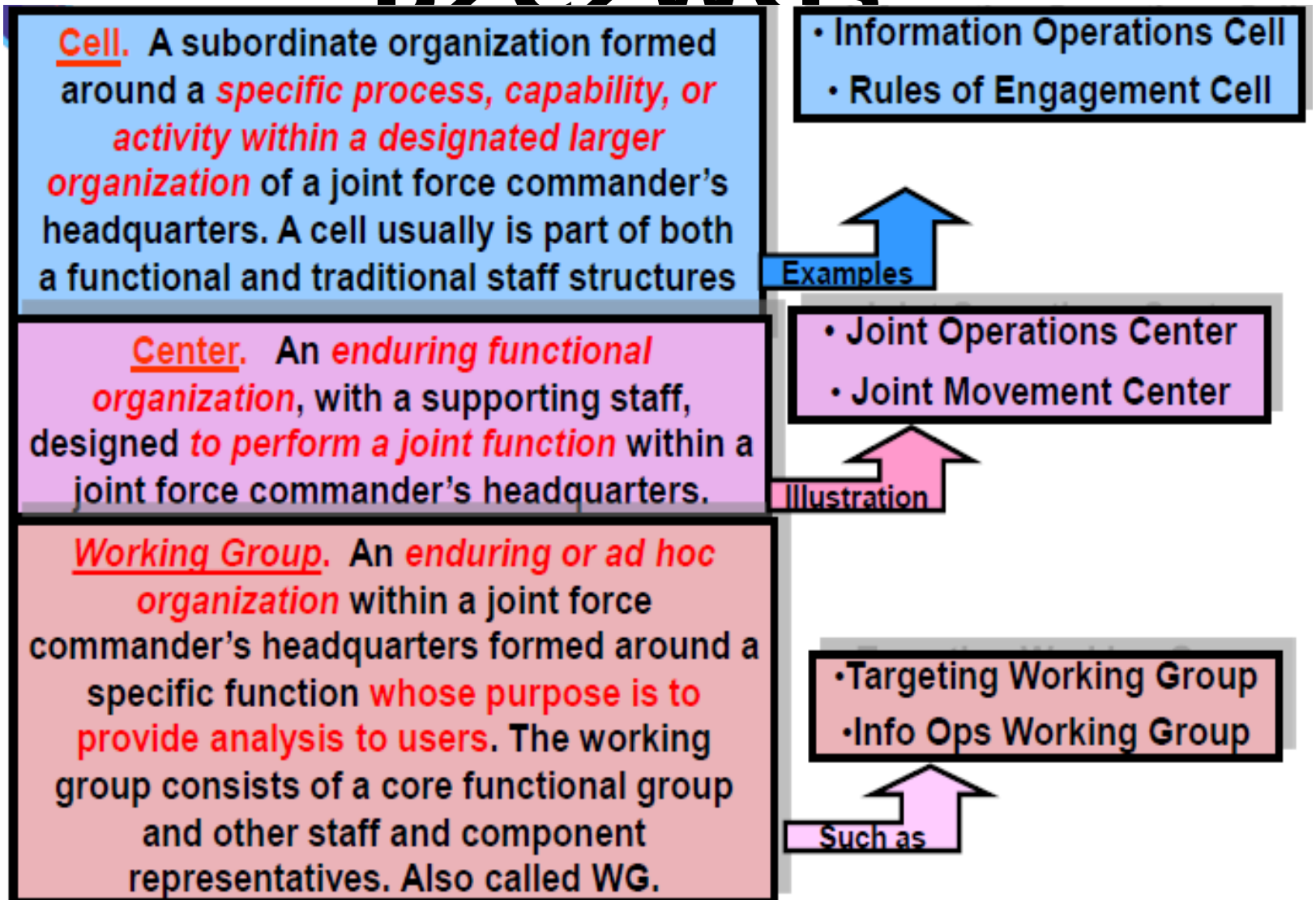
Joint Definitions of B2C2WGs


Cell. A subordinate organization formed around a specific process, capability, or activity within a designated larger organization of a joint force commander's headquarters. A cell usually is part of both a functional and traditional staff structures
• Information Operations Cell
• Rules of Engagement Cell
Examples
Center. An enduring functional organization, with a supporting staff, designed to perform a joint function within a joint force commander's headquarters.
• Joint Operations Center
• Joint Movement Center
Illustration
Working Group. An enduring or ad hoc organization within a joint force commander's headquarters formed around a specific function whose purpose is to provide analysis to users. The working group consists of a core functional group and other staff and component representatives. Also called WG.
•Targeting Working Group
•Info Ops Working Group
Such as